



Job Title: Exterior Maintenance Supervisor

Department: Exterior Maintenance

Reports To: Maintenance Manager

FLSA Status: Non-Exempt, Full time

Last Revised: September 2021

White Oak conserves and sustains some of the earth's rarest wild animals through innovative training, research, education, and conservation breeding programs that contribute to the survival of wildlife in nature. The conservation programs span 600 acres along the St. Mary's River in northeast Florida, surrounded by 17,000 acres of mixed forest and wetlands that make up the beautiful White Oak property. Founded in 1982, White Oak leads professional efforts to improve veterinary care, develop holistic animal management techniques, and better understand the biology of critically endangered species by providing excellent care and managing conservation programs for over 30 species of imperiled wildlife in large, naturalistic habitats.

White Oak Mission:

Save endangered wildlife and habitats through sustainable conservation breeding, education, and responsible land stewardship.

Position Purpose:

The Exterior Maintenance Supervisor is responsible for managing the daily operations of the Exterior Maintenance department to ensure the grounds and facilities are maintained in a clean and presentable condition.

Responsibilities and Tasks:

The essential duties and responsibilities of this position include the following. Other duties may be assigned, and some duties may be shared with other personnel.

- Leads Exterior Maintenance division as a working supervisor.
- Supervises, assigns, and directs the work and activities of the Exterior Maintenance team, including Pool Services team, to efficiently and safely complete work.
- Prioritizes, coordinates, and oversees work of contracted landscaping companies.
- Prioritizes, coordinates, and oversees pest control contractors, applies pest control measures beyond contractor's responsibility.
- Monitors and manages White Oak's work order system to create and/or complete work orders in a timely manner.
- Ensures all pools and jacuzzies are maintained in a clean, safe, and usable condition.
- Manages and maintains all grounds, lawns, trees, and landscapes. Assists with maintaining horse pastures and animal enclosures, as needed.
- Ensures walkways, boardwalks, decks, and parking areas are always clean and safe.
- Monitors guest activities to ensure areas being used are in clean and presentable condition.
- Collects and splits firewood to ensure the storage building is always ½ full, and full by September 1st.
- Maintains and manages exterior maintenance plants in garden market green house.
- Maintains trucks, equipment, and shops/storage in a clean, organized, and presentable manner.
- Schedules the team to maintain a 6-day work week schedule with expanded schedule, as needed for owner visits.

Supervisory Responsibilities

- Directly supervises all exterior maintenance employees. Carries out supervisory responsibilities in accordance with White Oak policies, and all applicable state and federal laws.
- Supervisory responsibilities to include interviewing, hiring, and training new employees; planning, assigning, and directing work; maximizing performance of the team, documenting, and evaluating employee work performance, ensuring safety procedures are in place and safety equipment is utilized appropriately; recognizing good work performance; addressing poor performance; addressing complaints and resolving personnel issues

Minimum Qualification Requirements

- Valid driver's license required.
- Must have supervisory experience.
- Experience with landscape & sod installation, management, and maintenance practices including irrigation systems.
- Must have landscape equipment operation skills.
- Knowledge of herbicide application and pest control methods.
- Ability to operate without direct supervision and be self-motivated, persistent, confident, tenacious, and take pride in work.
- Flexibility in work hours and schedule; job may occasionally require working long hours, weekends, and holidays.
- Dependable, trustworthy, and neatly groomed.
- Attentive to detail and always alert to ensure safety.
- Ability to work in inclement weather, extreme temperatures, noise, hazardous materials, and occasionally lift over 50 lbs.
- Ability to work outdoors in a wide range of environmental conditions.

Why White Oak?

- Opportunity to work in a beautiful, one-of-a-kind place with access to White Oak amenities.
- Competitive salary.
- Three health plan options to meet your needs.
- Affordable Dental and Vision coverage.
- 100% company-paid Life, Short-term, and Long-term Disability.
- 401(k) retirement plan with a company matching contribution and no vesting schedule.
- 17 PTO days your first year of employment.
- 9 paid holidays.

To Apply:

To apply, please submit a resume or CV and a cover letter to careers@white-oak.org with the job title in the subject line.

White Oak Conservation is committed to creating an environment where diverse perspectives are welcome, and to nurturing a culture where everyone feels valued and appreciated. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state, or local law.